

BROWN COUNTY JAIL INMATE HANDBOOK

**Brown County Jail
and Juvenile Detention Facility**



 DLR Group

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INTRODUCTION

The Brown County Jail and Juvenile Detention Center operates under two (2) key rules: Staff and inmates work and live in a safe environment and the Jail expects good behavior from the inmates. These rules are supported by the following conditions: the Facility provides you with a safe living space during your time here; you are to follow the rules and regulations and to cooperate with staff at all times; good behavior leads to greater privileges; bad behavior leads to privilege restrictions and will result in disciplinary action and/or criminal charges.

The information contained in this handbook will help you during your stay. We expect you to know and understand these rules to assist in maintaining a positive environment during your stay.

INMATE RIGHTS

You have the right to receive fair and humane treatment. You have the right to know the rules and procedures that affect you, and the penalties for not following the rules. You have the right to freedom of religion. You have the right to adequate medical, dental and mental health care. You have the right to adequate nutrition. You have the right to correspond with all outside persons and agencies, unless legally limited. You have the right for contact with the courts (written, telephone or attorney visit based upon your security concerns/behaviors).

Your rights are protected by law and cannot be taken away from you. However, it may become necessary to modify your rights to ensure the rights of all inmates and the safety and security of the

facility. You keep your privileges by good behavior. Bad behavior will result in the loss of privileges.

HEALTH SERVICES

Proper behavior is expected of you during your visit to the Health Services Unit. Inmates who do not behave appropriately will be removed from HSU. If you have a complaint regarding treatment or services you may complete an inmate grievance. Medications are approved through and kept in HSU. Medications can be dispensed by nursing staff or security staff.

HSU staff must approve any medications to be kept in your cell (these are generally limited to: nitroglycerin, asthma inhalers, eye drops and topical creams). Any other medications found in your cell, not purchased from canteen, will be considered contraband and can result in discipline.

You have the right to refuse any medications. This will be noted as medication refusal and forwarded to HSU for evaluation to continue or discontinue medication treatment. You must take all medication(s) that are given to you in front of the officer or nurse. The unauthorized storing of medications may subject you to disciplinary action and this medication being stopped due to abuse.

Snacks will be given for medical necessity only, which is determined by the Health Services Unit staff. Some examples of this would be diabetic and pregnant inmates. All other medications are scheduled around normal meal schedules.

PRISON RAPE ELIMINATION ACT

The Prison Rape Elimination Act (PREA) is a Federal law established to address the elimination and prevention of sexual assault and rape in correctional systems. Emergency Contact Hotline # is **222 on the Inmate Phone system**. Sexual assault is a crime. If you have been sexually assaulted or if you are being threatened with sexual assault – Please report this to your pod officer or utilize the Emergency Contact Hotline number listed above. If you are attempting to victimize another inmate – we will prosecute you.

EXPECTED INMATE BEHAVIOR

You are expected to follow our rules and regulations and behavior guidelines while you are at the facility. Behavior is the driving factor during your incarceration...positive behaviors are rewarded with positive incentives and negative behaviors are rewarded with negative sanctions and loss of privileges.

MANDATORY COMPLIANCE

As part of the Jail Security, we expect that inmates comply with specific directions. When you hear an announcement to **“LOCKDOWN,”** you are to stop whatever you are doing and walk quickly to your cell and close the door behind you. Do not take any personal items.

Staff will conduct physical counts of inmates through each shift. When you hear the Pod Officer order **“HEADCOUNT,”** *IMMEDIATELY* stop whatever you are doing and walk quickly to your cell and stand in your cell doorway. Do not talk or stand against the rail, sit on your bed, or in anyway, move from view of

the doorway. Headcounts will occur before meals, at shift changes and at other times. Each inmate will be issued a wristband. This will be worn at all times. Failure to do so may result in disciplinary action. Notify your Pod Officer if the wristband needs replacing.

If it is necessary to remove inmates from any area in the facility, you will be directed by an officer. Do not take anything with you. Follow the officer's instructions and remain calm and quiet so everyone can leave safely.

You will be subject to a pat down search every time you enter and leave any area of the facility, including the pod or your assigned cell. This may include a strip search, if necessary. Strip searches may be required any time you leave the secure area of the facility or have outside contact of any kind. (i.e., court, transports, contact visits, etc.) You are required to cooperate with these searches. Failure to do so is a rule violation and will result in disciplinary actions.

Whenever you are outside of your housing unit you will walk staying to your right and close to the wall. Do not talk unless spoken to by a staff member. Your hands will be fully exposed and to your sides.

INMATE PROCESSING FEE

Brown County shall impose an *Inmate Processing Fee* on all persons admitted into the Brown County Jail except Federal Inmate Safekeepers and inmates brought here on writs from other facilities. This service fee shall also be in addition to any payments for medical or dental services provided by the Brown County Jail or fines imposed by the court system. If you are found innocent of criminal charges or are not charged criminally, you

may be reimbursed the processing fee. You must provide court documents that clear you on all charges to include any probation holds. This can be accomplished by writing to the Jail Account Clerk.

A *Warrant Fee* shall be imposed on persons who have active Commitment Orders for Non-payment of Fine/Forfeiture, Arrest Warrant and/or Bench Warrants of Brown County Circuit Courts and/or Municipal Courts.

A *Daily Fee* (pay for stay – lockup or work release) will be imposed on all sentenced inmates, except Federal Inmate Safekeepers, inmates incarcerated on a writ, certain classifications of probation holds or those inmates only incarcerated on municipal commitments.

All Inmate Processing Fees, Warrant Fees, and Daily Fees (pay for stay) are determined by Brown County Ordinance 3.34 and pursuant to Wisconsin State Statute 302.372.

CLASSIFICATION

Your housing assignment will be determined by your classification level, available cell or bed space, medical, mental health, or any other special needs you may have. Your behavior drives the privileges and housing during your incarceration. Positive behavior is rewarded and negative behavior is sanctioned. If you do not wish to follow the rules, you will be given only what is required by law. We encourage you to make the choice of positive behavior!

SHOWERS

Inmates will be provided access to showers daily. Exceptions are for those inmates in Administration Confinement and Disciplinary/Special Needs Units who at minimum will receive access to shower once per week. Showers will open at various times throughout the day. (See your pod rules for specific times.) When using the shower, dress and undress in the shower stall. Do not leave your soap or other belongings in the shower stall. You are responsible for assisting in keeping this area clean – take any wrappers from shampoo, toothpaste, etc. with you and properly dispose of them. Inmates are expected to maintain proper hygiene while at this facility.

SHAVING SUPPLIES / NAIL CLIPPERS

Shaving supplies are issued at the jail's discretion. Depilatories can be purchased off of canteen. Shaving supplies must be requested. All razor procedures will be posted in each housing unit. Do not damage or tamper with the razor or the clippers. Do not share razors.

HYGIENE

You are expected to maintain your personal hygiene to assist us with disease control and improved living conditions for those in your housing unit. Hygiene products will be issued to you upon your arrival. You need to make this last 7 days. If you are going to stay at the facility for a longer period of time, you can order hygiene off canteen. Ordering indigent canteen, will afford you weekly hygiene and a post card. You will receive a new toothbrush once a month. You will need to preserve the comb that you were issued and this will need to last your stay. Hair picks are not

provided and must be purchased from canteen. Feminine hygiene products are available by request from your housing officer. Your account will be charged for these items.

PERSONAL ITEMS

Brown County is not responsible for personal items that are lost, missing or stolen. Items received at booking will be kept in safe storage. This facility will not accept large volume items (i.e. bicycles, radios, excess clothing, etc.) during the intake process. Canteen items from other institutions will not be allowed. You are required to sign for your property. Any discrepancies should be noted and reported to staff immediately.

INTAKE-ITEMS

Any personal property left unclaimed at the jail for thirty (30) days after the inmate has been released will be destroyed or donated to a local charity.

PROPERTY IN CELL

Your property must fit within your storage bin and/or locker. Any property left outside of the property bin/locker or not fitting within the bin/locker is considered contraband and can be seized and/or sanctioned. Dietary snacks provided by HSU and food items from your meals may not be saved. The Jail is not responsible for property that is stolen, lost, or damaged as a result of another inmate's action.

BEDDING

Blankets and other bedding will be left in the cells and are not to be taken into the dayrooms. At no time will you be allowed to

hang bedding or any other item over the windows obscuring view into the cell. Any bedding in excess of what was issued to you is considered contraband and subject to disciplinary action. It is expected that your bed, when not sleeping, will be made and in inspection order.

JAIL CLOTHING

Uniforms must be worn properly at all times (buttoned if applicable), except while showering or in bed. Do not tuck your pants legs into your socks, wrap or roll up your pants legs. You are not allowed to wear anything on your head in the public areas. You are only allowed to wear (one) set of jail issued uniforms at a time. You are not to alter, damage, or write on any articles of clothing. If you are found in violation of any of these guidelines, you will be subject to discipline. You will not be allowed out of your cell unless you wear your full uniform in the proper manner. Uniforms will be laundered twice weekly and inspected. You may possess 3 **plain white** T-shirts, 3 pair of **plain white** underwear and socks. Female inmates will be allowed 3 **plain white** sports bras in addition to the items allowed male inmates. Thermals count toward your set of three items allowed. No other clothing will be accepted into the jail.

LAUNDRY

A schedule of laundry pick-up and returns will be posted or available upon request from your housing officer. Inmates will be issued individual laundry bags. The bags are marked with your housing unit and bunk assignment. It will be your responsibility to place soiled clothing to be washed into the bag and properly secure it with the closure provided. The clothing will remain inside of the

bag, washed, dried and returned to you. If your clothing is not properly marked and/or the laundry bag is not properly secured, the facility will not be responsible for any items lost or damaged. If you lose or damage the identification tag, closure, or laundry bag in any manner, you may be charged the full cost of replacement and be subject to discipline. You are not allowed to do laundry in your cell. You may request the use of a laundry marker to write your first initial and last name on your personally purchased undergarments. Work release inmates will verify laundry procedure with their floor officer.

CONTRABAND

Contraband is defined as any item that is not issued to you or that you are not permitted to possess while in jail or which is illegal to possess. Possession of contraband is a violation of jail rules and may result in disciplinary action.

INMATE PRIVILEGES

TELEVISION

Each pod is equipped with televisions. **Officers** control the televisions. You must ask permission to change the channel, increase/decrease the volume or turn on/off. Television volume is determined by the pod officer. You are not permitted to tamper with or attempt to fix the equipment. If repairs are needed, inform the officer. A television that does not work because of abuse or misuse will be removed from the pod and may not be replaced. Televisions will not be turned on until after the officer inspects the unit for cleanliness. Televisions will be turned off when dayroom

closes. They may also be turned off for infractions of the rules or excessive pod noise.

LIBRARY

Library is provided on a volunteer basis from the Brown County Library. All materials are considered property of the County and are on loan to you. You are responsible for the books in your possession and must be returned in good condition. If you move from one pod to another take them with you. If you are released from the jail, be sure to give any library materials to the correctional officer. Do not leave them with another inmate. Books in paperback form are acceptable if delivered through a reputable vendor (Barnes & Noble, Bosse's, Amazon, etc.). Any books, magazines or property that does not fit within your storage container will be considered contraband and seized and/or destroyed.

NEWSPAPERS & MAGAZINES

Newspapers and magazines are accepted only by subscription or through a reputable bookstore and delivered to the jail by the U.S. Postal Service. If you are in punitive segregation the jail reserves the right to cancel subscriptions. You will be notified of this and it will be your responsibility to re-subscribe when released from punitive segregation. Pornography that visually displays the genitalia or exposed breasts or buttocks of either sex is prohibited. Anything that administration deems would threaten institutional security and control will be prohibited.

LAW LIBRARY

The Brown County Jail provides inmates with reasonable access to a Law Library. Legal resource materials may be made available to inmates using approved electronic resources. You must submit a request slip to be scheduled to use the Law Library.

Printed materials from the Law Library computers will not be allowed. You must hand write copies.

Inmates who are on TLU (temporary lock-up), Punitive Segregation, Administrative Confinement, maximum classification, or any kind of suicide/special watch will not be allowed to utilize the computerized Law Library. They may be provided with Wisconsin State Statute books while on these restriction.

VISITING

Visitation is a privilege, if you violate the rules pertaining to visiting, you may be subject to discipline and/or loss of the privilege. Loud and boisterous conduct, profanity in the visiting area, disrespect to the officer will result in immediate termination of your visit, and may result in future restrictions of your visiting privilege, your visitors visiting privileges or other disciplinary action. ***The display of genitalia, breasts or buttocks by either the inmate or visitor will also result in immediate termination of the visit and be subject to criminal charges for lewd and lascivious behavior.*** If you have any questions regarding visitation, ask your pod officer. Each Housing unit has a posted visiting schedule and instructions that may be subject to change. Your classification level determines the amount of visitation you are entitled to. Each

visit is 20 minutes maximum. Visitors are permitted to leave money (cash or credit cards via the Lobby kiosks).

MAIL

The Jail has policies in place to prevent contraband from entering the jail and to maintain security. All incoming mail must be processed and received through the United States Postal Service. **Bulk mail (which is described as advertisements, mailers, or catalogs) is not accepted.** Inmates are not limited to the quantity of personal mail they may send or receive unless the volume is so great that it results in an unreasonable hardship of jail resources. All mail must have a return address. Loose stamps or in booklet form are not permitted. No mail containing references to a gang, gang signs, symbols or graffiti will be delivered to any inmate within the facility. Personal checks received through the mail will be returned to sender. No drawings of any kind will be allowed on your envelopes. Inmate to inmate mail will not be permitted without prior authorization from the Jail Administration. Exceptions may be made for inmates who provide sufficient documentation as to the need to write. Each outgoing letter must have the inmate's full name (first name, last name and middle initial) on it as part of the return address.

Any mail not properly addressed will be returned to sender unopened. Your proper mailing address is:

**Inmate Name
Brown County Jail
3030 Curry Lane
Green Bay, WI 54311**

Writing paper and stamped envelopes are available on canteen. You may also have stamped envelopes and paper sent in by mail. Postcards are provided through indigent canteen.

All incoming and outgoing mail may be opened and inspected, to include the reading of its contents. The exception is privileged mail. Privileged mail is mail to and from attorneys, the courts and government officials, sent directly to this facility in care of the inmate. Privileged mail must bear some markings that identify the mail as to or from a privileged correspondent. Incoming privileged mail may be opened in the inmate's presence to verify sender and check for contraband. Outgoing privileged mail may be sealed and will not be opened.

TELEPHONE CALLS

Telephone calls are a privilege. Misuse of the phone may result in privilege restrictions and disciplinary action. Telephones will be turned on following approval of staff following the morning unit inspection. They will be turned off during mealtimes and at lockdown. There is a fifteen-minute limitation on all telephone calls and if another inmate is waiting to use a telephone, you may not make multiple calls exceeding 15 minutes.

You will be assigned a PIN at booking. **DO NOT share this number with anyone because you would be allowing access to your personal account and money. DO NOT throw out this pin information in the Jail. Jail Administration will not refund any lost funds from your account.** You must complete the voice activation process for your phone card. If you refuse this at booking, you must get permission from administration to complete at a later date. You may not use anyone else's PIN number to make calls. You may not take over a phone call another inmate started.

When headcount or lockdown is called, you are expected to hang up and assume headcount position immediately.

By using the public telephones you agree that this facility can receive details from the Telephone Company and long distance carriers about the numbers you call, the times you call and how long your calls last. All out-going telephone calls may be subject to monitoring and/or recording. Telephone calls to verified attorney phone numbers will not be recorded.

Toll free calls to the Public Defender's Office are available at each inmate telephone, between the hours of 3:15 pm to 4:15 pm. The phone number is 448-5455.

If you have a hearing impairment, Telephone Device for the Deaf (TDD) is available.

HAIRCUT

A professional barber provides haircuts and beard trims. The availability of the barber is subject to change based on the inmate demand for the service. Charges for haircuts will be made from your canteen account.

CANTEEN

Inmates will have an opportunity to purchase a variety of items through a commissary vendor. There is a monetary limit on the amount you may order per week. You are responsible to ensure that you have sufficient money in your account to purchase canteen. Orders over the limit or those with insufficient funds in their account will be rejected. Your Housing Officer will inform you of the order date for your unit. Your ID and Pin issued at

booking will allow you access to Canteen (either via phone or kiosk).

Canteen items not contained within your property bin are considered contraband. You are not allowed to trade, possess or order canteen items for another inmate. If you are released from custody prior to receiving your canteen, it will be held for thirty (30) days. It is your responsibility to claim the items at the visiting section during normal visiting hours. If you cannot personally claim the items, you must complete a release of property authorization form prior to your release specifically indicating the person you are authorizing to pick it up.

RECREATION

Leisure and exercise time activities shall include, but not be limited to television, board games, puzzles, cards, exercise, and other activities. These activities will not start until the unit has passed the daily inspection. Exercise/Recreation schedules will be controlled by the Housing Officer. All activities will cease approximately thirty-(30) minutes before meals are served. All activities will be resumed after meal clean-up is completed and the pod passes inspection. Activities will not be allowed during facility lockdowns and are subject to limitations for safety and security. No more than 10 inmates are permitted in the recreation area. All Jail-provided recreational items will be returned to the Housing Officer at the end of the activity or upon the Officer's request. Only inmates who purchase tennis shoes through canteen will be allowed to shoot baskets. No competitive exercises are permitted. All other inmates may do callisthenic type activities such as walking, jumping jacks, sit-ups, push-ups, etc.

FUNERAL FURLOUGHS

The jail may grant funeral furloughs only in the event of a death of an immediate family member (spouse, sibling, mother, father, son, or daughter) which is within a 50 mile radius of the jail. The consideration on an escorted or unescorted furlough will be based upon your classification level, behavioral history and sentencing considerations. Upon receiving notification of a death in the family, request a funeral furlough form from your housing officer. Furloughs are only granted for attendance of the wake, not the church or graveside services. The furlough will be for no longer than 3 hours including travel time. Escorted furloughs must be paid for in advance to allow for the planning of the event, staffing, etc. In the event that staffing cannot be arranged, the funds will be returned to the family.

PROGRAMS

The Brown County Jail will offer most inmates various programming to assist with their personal growth and reintegration into the community. Inmates must submit a request slip of their interest in enrolling into a specific program. Participation will be determined based on an inmate's behavior, classification level, criminal history, and past institution behavior.

INMATE WORKERS

Inmates who are eligible to participate in the sentence reduction program by becoming an inmate worker should complete a general request to the attention of the Classification section. Inmates must be classified as minimum or medium custody and have a satisfactory disciplinary/conduct record. Eligible inmates must complete and pass an HSU physical examination. Inmates who are not sentenced

will not be eligible for sentence credit reduction. Federal Inmate Safekeepers and Safekeepers from other Counties may become an Inmate Worker but will not be eligible for sentence reduction without the expressed authority of the sentencing jurisdiction. Those eligible and who are selected will receive a sentence reduction of one day for every twenty four hours of work. Once you have been selected to participate in the program, you will be given a specific assignment.

You will remain in that assignment for the duration of your eligibility. The Housing Corporal may grant exceptions.

HUBER LAW PROGRAM

The purpose of Huber Law is to bridge life incarcerated and life in the community. Offenders with Huber will be able to focus on maintaining or transitioning to employment, and becoming productive members of the community. Those offenders whom are sentenced may be able to do the following: maintain current employment, perform necessary dependent care if approved, run and maintain self-employment, interview for new employment, attend court mandated programming and assessments, and seek outside medical treatment. Huber is a privilege for self-improvement and to create a productive lifestyle. These privileges can be revoked, if abused.

HUBER-ELIGIBILITY

Inmates may be granted Huber privileges by a sentencing judge but the Sheriff and/or his designee of the Brown County Jail are responsible for the administration and implementation of the programs. Inmates must be free of all holds, detainers and cash bonds.

ELECTRONIC MONITOR PROGRAM (EMP)

The Brown County Jail may operate a jail diversion program in which qualified inmates are returned to their home and monitored remotely while serving their sentence. If chosen for the program, an EMP Officer will contact you. Once placed on the program, Sheriff's Officers will conduct random checks at your residence and work place. There are fees associated with EMP – both a daily fee and a one-time set up fee. You are expected to maintain a \$0 balance while on the program and to prepay the first week's fees.

INMATE GENERAL REQUESTS

The inmate General Request Form should be used for all requests, excluding medical, you may need to make within the facility. Return the completed form to your Pod Officer. If the Pod Officer cannot assist you directly with your request he/she will forward your request to the appropriate person. Complete a separate request form for each (different) request. Please allow time for staff to respond to your request. If you have not heard a response to your request after five (5) business days, resubmit the request. Requests will be collected once per shift. All inmate requests will be triaged by the Pod Officer; this allows each Pod Officer the opportunity to attempt to resolve the issue during their shift.

INMATE GRIEVANCE

You have the right to file grievances and to seek judicial or administrative redress without fear of reprisal. You are encouraged to exhaust all administrative grievance procedures prior to requesting judicial review. Judicial review is not done through Jail procedures.

You must attempt to resolve your issue with the housing officer first. If this does not resolve the issue, each inmate may complete a grievance form. **Grievances on facility schedules, facility security measures, cell assignments, pod assignments, and jail discipline will not be accepted.** You have the right to receive a written response to a filed grievance within jail policy guidelines. This time frame may be extended if provided written notice. The written response to a filed grievance shall include the reason(s) for the decision.

The grievance must involve you. We will not accept grievances filed on behalf of another or group grievances. The grievance must be filed within forty-eight (48) hours of the incident. If forty-eight (48) hours has expired, you may still file a grievance if you can provide a valid reason why you waited. You must print your complaint neatly. You should clearly state the issue you are grieving and provide the facts; include the date and time it happened and the name(s) of any witnesses. You must also provide a suggestion for a remedy. Do not use profanity unless it directly relates to a quote or comment made to you and is part of the grievance. Forward the Inmate Grievance and any separate pieces of paper on which you have written your grievance to the Pod Officer.

The Pod Officer will attempt to resolve your problem. If the Pod Officer cannot resolve your grievance the Officer will forward it the Corporal. The Corporal will attempt to resolve at their level. If the Corporal can't address it, they will forward it to the appropriate person (HSU, Kitchen, Shift Lieutenant, etc.). When you receive an answer to your grievance you can make one (1) appeal. Repeated grievances on the same topic may be considered an operational burden and can be addressed with a single line response; previously addressed - closed. Disliking an answer does

not entitle you to continue to tie up the process with additional complaints on the same issue.

The appeal will be handled by a staff member who has an equal or higher rank than the staff member from whom you received your answer. The appeal must be made within forty-eight (48) hours of receiving the grievance response. You must print the word “APPEAL” on the top of the form. You must state the reason for the appeal. The appeal is to be given to your Pod Officer. The Officer will forward it according to policy. You will receive an answer to your appeal within jail policy guidelines, unless you are informed that more time is required.

Appeals concerning medical / mental health issues will require an authorization for disclosure of medical records form signed by the inmate and witnessed by staff to allow for the processing by non-medical staff.

NOTE: The signing of petitions, group grievances, and/or inciting other inmates to violate rules or to disobey an order from a jail staff member is not permitted, and will be subject to disciplinary action.

INMATE FUNDS

When you enter the Brown County Jail an account will be opened for you with the money you legally had in your possession at the time of booking. The warrant fee, booking process fee and Huber fee (past and present) must be paid in full, prior to having money in your spending account. Other fees will be paid at a percentage

of monies deposited. Your family and friends may leave money at visiting (through the use of Lobby Kiosks), through the internet (Brown County Jail Website) or by calling the automated system.

Upon release from the Facility any remaining balance (after payment of all monies owed) in your account will be forwarded to your last known address. If you have a negative account balance, once you are released from the jail you will be mailed a bill with the amount owed, for what service and will have thirty (30) days to arrange for payment. If payment arrangements are not made after expiration of thirty (30) days, it will be forwarded to a Collection Agency.

TRANSFER OF FUNDS

Funds in your account can be sent to an outside person. A request for such transaction must be submitted to the account clerk on a General Request. An inmate will be allowed to transfer money to an outside person only after his/her account has been cleared for outstanding jail related bills; i.e. Huber board, medical bills, processing fee, etc. The request should include the full name and address of the person the funds are to be released to, the exact amount, reason for the transaction, your printed full name and signature and a self-addressed, stamped envelope. No cash transactions will take place. You may not transfer funds to another inmate's account. You are permitted to utilize your account to pay your bonds during business hours

SICK CALL

Sick call will normally be Monday through Friday at a designated time. To see the doctor, dentist or nurse, fill out a request slip briefly explaining your problem. All inmates requesting medical or dental services will be charged a co-payment fee. Money for these services

will be automatically withdrawn from your canteen account. If you do not have funds in your account, your account will retain a negative balance. If you receive money in the future, it will be subtracted from your account.

If staff refers an inmate for a medical health concern, and the Medical Staff finds the referral unfounded, the co-pay fee will not be charged against the inmate's account. If it was founded, the inmate will be charged for the co-pay. Inmates will not be denied medical care due to not having funds.

MEDICAL SERVICES

We require the inmates to participate in their health care by completing a medical request form to alert the Health Services staff of their medical needs/concerns/issues. The Health Services unit may need additional information and/or a medical release form to communicate with your service provider(s) on the outside or to validate medications. When completing a medical request, put as much factual information down to assist in triaging your request. The completion of this form does not guarantee an examination with a health care professional. Response to the request is based on a review of your Medical Records and is at the discretion of the Health Services Staff. Submitting multiple requests does not push your issue to the top of the list – it only slows the response by clogging the system with duplicate paperwork. All requests are taken first by highest priority of need determined by medical staff.

A health appraisal is to be completed within 14 days after arrival at the facility unless a health appraisal has been completed by health care staff within the previous 90 days. Part of the examination includes a TB skin test. This procedure is necessary precaution to reduce the potential for TB to be introduced into the inmate

population. ***If you do not comply with the TB skin test request and you are exhibiting symptoms of the disease; you may be kept in medical isolation until a chest x-ray may be performed, at your expense.***

INDIGENCE

Indigence is defined as having less than \$1.00 in your account over a 30 day period. In order to assist with basic functions, the following protocols apply to those deemed indigent:

Mail: Personal - you will be given one post card with your hygiene pack.

Hygiene: Indigent inmates can order hygiene packs from canteen. Your account will be billed accordingly for these items.

Clothing: We will attempt to provide under garments to inmates that request it if we have items available from donations. A request form requesting the items should be directed to the Housing Corporal.

RELEASE TIME

The normal time is 8:00 a.m. on the date of your release. Your release time can be altered up to 11:59 PM based upon facility needs.

RELEASE OF PERSONAL PROPERTY

You may release only your heat-sealed bag to an outside person (family or friend). A request to release personal property must be

submitted to your Pod Officer on a property removal form. The request should include the full name of the person the property is being released to. If you wish to release any property contained within the bag, the entire contents must be released to an individual, or nothing within the bag shall be released. The jail will not release any clothing items. Property can only be released on Saturday and Sundays during normal visiting hours unless authorized by a Corporal. Once the Jail releases property to an individual named by an inmate, that person is now responsible for the inventory and safekeeping of this property. Law Enforcement Officials have the ability to seize any of your property during your incarceration as proof or evidence of a criminal act without a warrant. Court orders can also have your property removed.

MEALS

Meals will be served at the following times:

Breakfast	0500-0530
Lunch	1100-1145
Dinner	1600-1700

You are not allowed to keep any part of your meal in your cell.

DAYROOM RULES

Each Housing unit is controlled by the Pod Officer, this is their house; and as such we expect the inmates to understand this and comply with their direction. You are to respect the Pod Officer's authority. You will be provided with a set of dayroom rules upon placement in a housing area. In addition these rules will be posted in a conspicuous place for your viewing. It is your responsibility to be familiar with the pod rules. Rules may be amended or

additions made to them at the discretion of the housing officer. If you have any questions or do not understand a rule(s), speak with your housing officer.

Do what you are told to do by any staff member. If you feel the order is unjust, you may request to talk to a staff member about it **after you have done as instructed.**

INDIVIDUAL CELL GUIDELINES

Each cell area is within the Pod Officer's responsibility. You have a limited expectation of privacy while you are incarcerated. Your cell will be inspected and searched on a regular basis. Do not tape, paste or attach anything over the cell air vent, light fixture or place anything on the windows, window ledge or walls. Do not throw garbage in your cell's toilet. Do not sit on or use your cell desk for exercising. Your cell will be inspected before you are assigned to it and before you are moved or released from it. Any damage or writing on walls, ceilings, or fixtures will result in disciplinary action, restitution, and/or criminal charges. It is your responsibility to point out damage to the Officer before signing the "CELL CONDITION CHECKLIST."

Your cell will be inspected daily by the Officer assigned to your pod. Keep your floor clean. Nothing but your shoes, laundry bag and property bin may be stored on the floor. Towels and washcloths are to be hung on the hooks below the shelves. Hygiene items such as soap, shampoo, toothpaste, toothbrush and comb may be neatly placed onto the shelf in your cell or in your property storage bin. In cells that house two inmates, consideration must be given to the amount of space available on the shelf and be shared between both parties. Any disputes over this matter should be brought to the attention of your housing

officer. Letters and photos must be stored in your property bin. All empty containers must be thrown away. Refusal or failure to follow these cell guidelines will result in lockdowns, loss of privileges, or other disciplinary actions.

INMATE DISCIPLINARY ACTIONS

We expect inmates to obey the rules and regulations of the facility. It is your responsibility to understand the rules and to behave properly. If your actions are deemed criminal, charges may also be filed with the District Attorney's Office in addition to the Jail discipline. In instances of criminal damage, restitution for damages will be sought through the court process.

DUE PROCESS

You will be afforded the right to a hearing following your alleged incident. For Minor violations – a Housing Corporal will review the alleged incident and the proposed sanction requested by the staff member. The Housing Corporal will then either grant the sanction or deny the sanction. You have the right to appeal this decision– to another Housing Corporal. The second Housing Corporal will review the information to determine the outcome of your sanction. The Housing Corporal may conduct your appeal in person.

For Major violations, you will be informed of your right to a hearing. A Housing Corporal will provide this notice to you. If you choose to have a hearing, it will be conducted by another Housing Corporal. Following the hearing, the Housing Corporal will inform you of their decision. You have the ability to appeal this decision to a Shift Lieutenant. The Shift Lieutenant will review the process to ensure that your Due Process rights were

being met and the sanction was valid. This final determination will be entered into the system and you will be provided a written copy. You do not have the ability to appeal this final decision.

VIOLATION PENALTIES

For Minor violations, you may be confined to your cell for up to 24 hours and /or face the loss of privileges for up to 24 hours.

For Major violations, you may face the loss of good time, face the loss of privileges for more than 24 hours and/or be confined to a cell for more than 24 hours. The alleged violation and your behavioral history determine the level and severity of the sanction. Sentenced inmates can also lose good time (up to 2 days for each offense). Work Release inmates can have their privileges revoked.

Your disciplinary record will be reviewed at each incarceration and will be shared with Probation Agents, the District Attorney's office and Judges for sentencing consideration in addition to sharing it with the prison system for placement purposes. Your behavior here will affect your future housing assignments and privileges here and at other facilities.

Inmates being held on writs or as Federal Inmate Safekeepers may be processed at the Jail or the information can be forwarded to their home institution for disciplinary action.

Inmates that are released and still have punitive segregation or loss of recreation time remaining may serve the sanction the next time they are incarcerated.

MAJOR RULE VIOLATIONS

MA/1-1

Battery -Causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the injured party.

MA/1-2	Fighting/Provoking a fight – to strive to overcome a person by blows or weapons, engaging in behavior likely to provoke a violent, physical response.	substance (i.e. THC, narcotics, hallucinogens, alcohol, etc.) or any object used to assist in the ingestion of that substance.
MA/1-3	Sexual Assault - sexual contact or sexual intercourse with another person with or without consent of that person. Sexual intercourse includes any penetration by any foreign object.	MA/1-11 Possession of a weapon - Manufacturing, designing, or possessing any instrument which could be used as a tool or weapon.
MA/1-4	Threats - abusive words or gestures that officers or staff believes a threat of bodily harm is imminent in nature.	MA/1-12 Abuse of Prescription Medication - intentional storing, trading, or fraudulently obtaining medications or any use outside or prescription guidelines.
MA/1-5	Inciting a riot - Initiating part of a group whose purpose is to disrupt daily operations, cause damage to the facility or harm others.	MA/1-13 Propelling body fluids - any intentional throwing, spitting, flinging, vomiting of saliva, urine, feces, seminal fluids, or blood at other inmates or staff.
MA/1-6	Participating in a riot - Becoming part of a group whose purpose is to disrupt daily operations, cause damage to the facility or harm others.	MA/1-15 Strong- armed Robbery - physical violence or threatening to use physical violence against another with the intent of taking property from the victim.
MA/1-7	Attempted Escape – attempting to vacate custody without the authority to do so. (I.e. tampering or blocking any doors, locks or surveillance devices, knowingly fleeing, etc.)	MA/1-16 Refusing to be transferred - defying a legal and lawful order of an officer to be transferred to another facility.
MA/1-8	Escape - vacating custody without the authority to do so. (I.e. fraudulent flight from assigned duties)	MA/1-17 Property Damage - destroying, altering, damaging, defacing, or theft of county or personal property belonging to another (depending on severity).
MA/1-9	Arson – intentionally attempting to or damaging any property, or attempting to or injuring any person by means of fire, or being in possession of items that could ignite a fire.	MA/1-18 Tattoo - tattooing self or others, or possessing any tattooing paraphernalia.
MA/1-10a	Possession of Illegal/Controlled Substances and/or Paraphernalia - use or possession of an illegal	MA/1-19 Any conduct not specified that disrupts, interferes with orderly operations or security of the jail. (depending on severity).

MA/1-20 Refusal to Lock Down - defying a legal and lawful order of an officer to immediately lock into your cell or other area specified.

MA/1-21 Violating conditions of leave – Failure to comply with Huber rules regarding appointment and work schedules, and travel times.

MA/1-22 Sexual Conduct – intentional sexual acts or threats conducted in front of staff, visitors or other inmates.

GUIDELINES FOR MINOR VIOLATIONS

Upon receiving a ticket the pod officer will determine the appropriate disposition (i.e. room time up to 24 hours, loss of visitation, loss of recreation, etc.)

THE FOLLOWING WILL BE CLASSIFIED AS MINOR OR MAJOR VIOLATIONS DEPENDING ON THE CIRCUMSTANCE

MI/1-1 Disrespect to staff - body language or verbal display that is abusive, profane, or vulgar in nature, directed towards staff, that interrupts daily operations.

MI/1-2 Horseplay - engaging in any physical contest of aggression, that could result in injury.

MI/1-3 Disorderly Conduct - behavior that is violent, abusive, profane, indecent, boisterous, or unreasonably loud and interferes with the daily operation of the jail.

MI/1- 4 Disobeying Orders - refusing to comply with the legal, lawful order or instructions of an officer or staff member.

MI/1- 5 Lying to Staff - making false statements to officers or staff members.

MI/1 -6 Disruptive Conduct - behavior that is distracting, irritating, or a nuisance to staff that inhibits daily operations or disrupts normal living conditions in the block.

MI/1- 7 Theft - the taking of, or having in possession other inmate(s) or staff(s) property.

MI/1- 8 Unauthorized Transfer of Property - no transfer or exchange or property between inmates (i.e. gambling debts = canteen).

MI/1- 9 Possession of Contraband - Possession of contraband: items, objects, or things that are prohibited by law or that which specific permission has not been granted for the inmate to possess, or use in manner other than intended.

MI/1- 10 Damaging or Altering Property - destroying or defacing county property or property of others. This will include items that are attached to the walls doors or fixtures of the cell or dayroom.

MI/1-11 Sexual Conduct - making sexual proposals or threats, indecent exposure towards staff and /or inmates

MI/1-13 Removal of wristband – wristband must be kept on an inmate’s wrist at all times while an inmate of the Brown County Jail

Inmate Conduct Violations

MI/1-12 **Conduct outside cell** - While inmates are outside the unit the inmates will walk in a single file line in the designated area. Hands of the inmates must be visible to staff at all times. No talking allowed outside the unit unless to respond to a staff question or directive.

MI/1-14 **Name and Titles** - Inmates shall address the staff by proper title: Captain, Lieutenant, Sergeant, Corporal, Officer, Mr., Ms.

MI/1-15 **Inappropriate contact (inmate)** - Conversing or contact with an inmate of the opposite sex.

MI/1-16 **Inappropriate contact (staff)** - Improper contact with staff member

MI/1-17 **Talking** - Failure to remain quiet during lock-down hours.

MI/1-18 **Inadequate work** - Failure to complete work details Satisfactorily

MI/1-19 **Impermissible leave** - Leaving program activities and rooms without permission from a correctional officer or staff member.

MI/1- 20 **Violating conditions of leave** - Leaving assigned work areas without permission from a correctional officer or staff member.

MI/1-21 **Disruption** - Any conduct not listed that disrupts, interferes with the orderly operation or security of the jail. (depending on severity)

MI/1-22 **Violation of Pod Rules-** Each housing unit may have different rules. Inmates must comply with these directives.

MI/1-23 **Creating a Hazard** - Obstructing the line of vision of an officer or staff member by any means. To include covering the cameras of any monitored area.

CELLBLOCK VIOLATIONS

MI/2-1 **Prohibited materials** - Inmates will not be allowed pillows, bedding, mattresses or laundry in the day room. This also includes the tier, stair railings, or any fixtures unless authorized by the medical staff. Possession in the dayroom of materials, such as canteen not allowed by pod rules or staff orders.

MI/2-2 **Loitering** - Loitering on stairs or tiers. Inmates housed on the lower tier are not allowed on the upper tier.

MI/2-3 **Prohibited Entry** - Entry into another inmate's cell.

MI/2-4 **Disguising identity** - Inmates will not be allowed to wear rags, towels, T-shirts, or any type of clothing on their heads.

MI/2-5 **Gang Activity** - Engaging in activity or displays of affiliation or loyalty to a gang of any sort. This includes hand/body language, symbols, and manner of dress.

MI/2-6 **Gambling** - Engaging in gambling or similar games in which items or favors of any sort are exchanged.

MI/2-7 **Alteration of property** - Altering or misuse of equipment or supplies in a manner other than intended.

MI/2-8 **Failure to stand for formal count.**

PERSONAL HYGIENE/HOUSEKEEPING

- MI/3-1** **Hygiene** - Failure to conform to acceptable standards of personal hygiene. (Being unsanitary: refusing to shower.)
- MI/3-2** **Dirty Quarters** - Failure to maintain assigned area in a clean, neat, and orderly manner. These areas include the cell, bed, and shelf. Beds must be made when not sleeping.
- MI/3-3** **Failure to participate in housing clean-up.**
- MI/3-4** **Fingernails will not be allowed to extend beyond the fingertips.**
- MI/3-5** **Bedding Possession of extra bedding.** One mattress per bunk. (Unless authorized by medical staff)
- MI/3-6** **Cell/Dayroom appearance** - Affixing any item or object to any door, doorway, railing, bunk, window, wall, or fixture of the cell or dayroom in any fashion. (Any items hung or affixed will be confiscated and disposed of.)
- MI/3-7** **Improper Storage** - All personal property not stored in the provided property box or on the designated shelf in the cell, will be considered contraband and may be confiscated and disposed of.

CONTRABAND (anything not authorized or issued, excessive quantities, or used in a manner other than intended)

- MI/4-1** **Poss. Of Money** - Inmates are not allowed to have money in their possession.
- MI/4-2** **Poss. Of Jewelry** - No jewelry will be allowed.

- MI/4-3** **Poss. Of Clothing or Linen** - Excessive linen or clothing not permitted.